

### Purpose

The purpose of this Memorial Policy is to establish guidelines, standards and procedures for the installation and care of dedicatory donations to the City of Eagle.

The City of Eagle will consider donations, from both individuals and groups, both public and private, while at the same time manage the aesthetic impacts and mitigate on-going maintenance costs.

Donations are not intended to be an avenue for commercial advertising or promotion.

Guidelines established by this policy shall apply to all donations.

The Public Works Department will manage memorial donations on City property.

These donations can include benches and public art. Other donations may be considered on an individual basis by the Mayor, Public Works Director, and Parks Director.

- Bench memorials will be of the bench style that are currently installed throughout City property.
- Acknowledgments and Memorial may include a plaque with the name of the person the memorial is dedicated to, dates of significance (birth date, date of death), and a generic saying such as “In Recognition of” or “In Memory Of”. The Mayor, Public Works Director, and Parks Director reserve the right of full editorial over content, wording and appearance of memorials and plaques upon approval of the City Council.

### Standards for Donations

**Acquisition or Purchase:** The City has an interest in ensuring that donations purchased and installed be high quality related to style, appearance, durability and ease of maintenance. The Public Works Department will provide information for the purchase and will oversee the installation of the donation.

**Appearance and Aesthetics:** The City has an interest in ensuring the best appearance and aesthetic quality of public spaces and City property. Donations and/or their associated donation acknowledgement should reflect the character of the property. All donations will be installed in such a manner that will not substantially change the character of the property.

**Maintenance:** All donations become City property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the donation.

The Mayor, Public Works Director, and Parks Director, at their discretion, will recommend to City Council to replace or remove the donated item.

**Repair:** The City has an interest in ensuring that all memorial donations remain in good repair. In addition, the City has an interest in ensuring that the short and long-term repair costs are reasonable. Memorials must be of a high quality to ensure long life, be resistant to the elements, wear and tear, and to acts of vandalism. Due to factors beyond the City's control, it cannot guaranty the longevity of the donation.

**Cost:** The donor will cover the full cost for the purchase, installation and routine maintenance, if applicable, during the expected life cycle of the memorial. The donation cost shall include the cost of the memorial acknowledgement and memorial plaque.

The donation cost shall also include three (3) years of maintenance for the memorial, unless the memorial should become damaged, is vandalized or becomes hazardous.

The City will keep a record of donors, memorial costs, installation and maintenance.

### **Procedure for Applying for a Memorial**

**Application:** The donor must contact the Public Works Department or Parks Department to determine whether a donation may be accepted based upon the criteria contained in this policy.

If a donation can be accepted, the donor will complete an application form. Applications are available through in-person or via e-mail. Completed applications and payment will be made to the City for review and processing.

Applications may be mailed to the City of Eagle, PO Box 1520, Eagle, Id 83616, delivered to Eagle City Hall or emailed to [COEsubmittals@cityofeagle.org](mailto:COEsubmittals@cityofeagle.org) . For additional information contact the Public Works Department or Parks Department at 208-939-6813.

**Approval:** The Public Works Director and Parks Director, upon determining that the donation request meets the criteria provide in the policy, will make a recommendation to the Mayor. The Mayor, after review, will place the item on the next available City Council meeting for approval. The City Council must approve all memorial requests prior to the City accepting the donations.

### **Criteria for Acceptance**

**Acceptance:** To accept a memorial for a specific location, the memorial must:

1. Not interfere with the intended current or future use of the property.
2. Not require the relocation of other equipment or infrastructure to accommodate the donation.

In the opinion of the City, some City property may be determined to be fully developed and therefore the opportunity for memorials would not be available.

### **Other Donations**

There may be the possibility of other memorial donations, other than those contained within this policy. The Public Works Director and Parks Director will review and make a recommendation to the Mayor for other such donations prior to City Council approval. The City may accept those donations subject to approval by the City Council.

### **Conditions**

**Location:** Suggestions will be considered for a particular location but placement of all donations will be at the discretion of the Mayor, Public Works Director, and Parks Director upon approval of City Council.

**Installation:** Installation of memorial donations, including the donor acknowledgement/memorial plaques, will be completed by the Public Works Department or a third party approved by the Public Works Director. The installation will be scheduled at a time and date as determined by the Public Works Director and Parks Director so as to not unnecessarily interfere with routine maintenance or other public activities.

**Removal and/or Relocation:** The City reserves the right to remove and/or relocate memorial donations and their associated acknowledgments/memorial plaques, when they interfere with site safety, maintenance, construction activities, are vandalized beyond repair or if damaged in any way beyond repair.

Once the Mayor, Public Works Director, and Parks Director determines the memorial has exceeded its service life, the Public Works Department, upon approval by the City Council, may replace or remove the memorial with no guarantee of continued recognition for the memorial.

In accordance with the stated procedures in the policy, the Public Works Department will send notification to each identifiable memorial informing the donor of any action related to the disposition of the memorial.

In certain situations, such as safety or emergency situations, the notification may be made after the action is taken.

In the event a memorial must be permanently removed, the Public Works Director and Parks Director will, when feasible, seek an alternative location consistent with this policy. If no alternative can be found, the memorial, acknowledgment and memorial plaque, at the donor's request, may be given to the donor.

**END OF MEMORIAL POLICY**